

# AJK's Martial Arts and Fitness Center, Inc.

## Policies and Procedures

### I. Enrollment

- ❖ Enrollment typically occurs in September and January.
- ❖ Space is limited, if the number of students who wish to join exceeds the number of spots available, a waiting list will be implemented.
- ❖ A comprehensive enrollment package will be sent to those students being invited to join the program. Fees generally include first month's tuition, first testing fee (white to yellow), official uniform, uniform patches and administrative fees.

### II. Attendance

- ❖ Students of AJK's Martial Arts and Fitness Center, Inc. may attend class either twice a week or once a week. Any student attending more than two classes per week (except **Friday Fun Day**) will be billed for additional classes at a rate of \$17 per class.
- ❖ Students who wish to change the number of classes in which they are enrolled or leave the program completely will need to furnish AJK's Martial Arts and Fitness Center, Inc. with **no less than 30 days** advance notice. The easiest way to do this is to send the information to [kirsten@ajkstk.com](mailto:kirsten@ajkstk.com) or mail written notice to AJK's Martial Arts and Fitness Center, Inc., 4475 Sea Harbour Drive, Huntington Beach, CA 92649.
- ❖ If sufficient notice is not received, AJK's Martial Arts and Fitness Center, Inc. reserves the right to bill the student's account at the rate originally committed to until adequate notice has been received.
- ❖ Classes missed due to illness, etc. can be made-up on any other day that regular TKD classes are offered.
- ❖ During the week that a student is scheduled to test for their next belt rank he/she may attend as many classes as they like at no additional charge. Please note that this is permissible **ONLY** during the week that a student is scheduled to test. During any other week any extra classes attended will be billed accordingly.

### III. Billing

- ❖ AJK's Martial Arts and Fitness Center, Inc. bills on or near the 10<sup>th</sup> of each month. Billing is completed with a 21 day term and will **always** be due on the 1<sup>st</sup> of each month.
- ❖ AJK's Martial Arts and Fitness Center, Inc. bills a month ahead. For example an invoice received by the customer on March 12<sup>th</sup> will be due on April 1<sup>st</sup>. That invoice will be for April's classes. (Other account charges may apply).
- ❖ AJK's Martial Arts and Fitness Center, Inc. will charge a **late fee of \$30** to any account whose payment has not posted by the 4<sup>th</sup> day after payment was due (this is typically the 5<sup>th</sup> of the month). Please contact Kirsten Kinowski at 949-394-0410 or send your inquiry via email to [kirsten@ajkstk.com](mailto:kirsten@ajkstk.com) if you have concerns regarding your account.

## **AJK's Martial Arts and Fitness Center, Inc. Policies and Procedures cont.**

### **III. Billing cont...**

- ❖ Please note that one week of classes in September will be included in October's tuition. One of classes offered in June will be included in May's tuition. You can find reminders about this policy in August and April's issues of "The Sidekick"

### **IV. Merchandise**

- ❖ AJK's Martial Arts and Fitness Center, Inc. has a variety of items available for sale and special order. Requests for items such as uniforms, pants, t-shirts, and more can be placed in one of two ways. The first method is to email your request to [kirsten@ajkstk.com](mailto:kirsten@ajkstk.com). The second way to obtain merchandise is to visit [www.ajkstk.com](http://www.ajkstk.com) and use the order form provided on the website.
- ❖ Orders are placed on the **1<sup>st</sup> and 15<sup>th</sup>** of each month. Orders received after these dates will be carried over to the next order date, this will increase the amount of time that it takes for merchandise to be delivered. Items typically take **10-15 business days** to arrive.
- ❖ From time to time, AJK's Martial Arts and Fitness Center, Inc. will request uniform and belt size, as well as other information from students. When these requests are made, a due date will be included. It is **imperative** that the information requested is received by the date mentioned. If the necessary information is not received, students may not receive certain "special" items on time.

### **V. Testing**

- ❖ Fees will be assessed as follows:
  - White to yellow no charge (included in enrollment fee)
  - Yellow to high yellow \$30
  - High yellow to green \$40
  - Green to high green \$60
  - High green to blue \$60
  - Blue to high blue \$60
  - High blue to red \$80
  - Red to high red \$80
  - Recommended black \$100
- ❖ For families with more than one student enrolled, a discount of 10% will be taken off of the second child's fee. A discount of 20% will be taken off the third child's fee.
- ❖ Students will be notified approximately 1 week before testing if they are being asked to participate.

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## Policies and Procedures cont.

### V. Testing cont...

- ❖ In order to test, students must meet the following requirements:
  - Account must be current
  - Current belt level must be clearly understood and executed satisfactorily
  - Green belts and higher must have completed at least 8 hours of sparring since last test date (refer to Quarterly calendar for sparring dates and times)
- ❖ Students who wish to test, should plan to test on the date listed in the Quarterly Calendar. Private make-up tests will ONLY be considered IF:
  - A student becomes ill or injured just before their test (Please note private tests will NOT be administered for the rank of Black Belt)
  - There is an unavoidable conflict or emergency (AJK's Martial Arts and Fitness Center, Inc. reserves the right to determine what types of incidents fall into this category)
- ❖ Breaking requirements for advanced belts are as follows:

High yellow to green	1 board	Hammer strike ONLY
High green to blue	1 board	axe kick, sidekick, OR elbow strike
High blue to red	1 board	turning axe kick, turning jump roundhouse kick, OR turning sidekick
High red to rec. black	2 boards	1 kicking technique: flying sidekick, jump back kick, turning hook kick, jumping turning hook kick. 1 hand technique: elbow strike, punch, ridge hand, OR knife hand